

Federal Supply Schedule

General Services Administration



GSA 738 II Language Services



2000



Multiple Award
Variable Contract Periods
5 Years from Date of Award

<http://www.fss.gsa.gov/schedules>
<http://www.northwest.gsa.gov/fss/msc/>



GSA
738 II
Language Services





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Summary of Services

Language Services

This Federal Supply Schedule provides federal agencies with a streamlined acquisition vehicle to acquire multilingual translation services in native languages to include but not limited to the translation of business, legal, medical, technical documents, software, manuals, web sites, Intranet, video and audio in written, braille, graphic, electronic, multi-media and various other forms of communication. It also provides multilingual interpretation services in native languages for meetings, conferences, seminars, litigation proceedings, briefings, training, escort and various other forums of voice communications. Sign language may be included. Instructional training and/or educational materials are also included. The contractors are required to furnish all labor, equipment, supplies and supervision needed to perform all operations necessary to successfully complete these services.

Contractors who are placed on this schedule are knowledgeable and experienced in a wide variety of Language services. They have demonstrated that they are capable of providing expert assistance to agencies operating in a working environment where linguistic adaptation of products and services is an essential part of their duties.

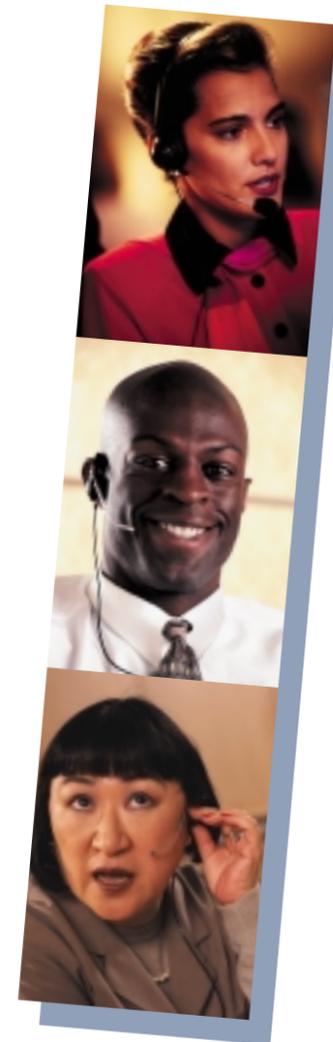
Agencies placing orders against the Language Services Federal Supply Schedule are reminded there is no need to seek further competition beyond the list of schedule contractors, synopsise requirements, or make determinations of fair and reasonable pricing. Agencies may, at their discretion, set-aside acquisitions for small business concerns.

The GSA Management Services Center (MSC) has already done the legwork for you. Agencies save time and money when they use GSA Federal Supply Schedules. We take the stress out of the acquisition process so you can focus on your agency's mission.



What is a Federal Supply or Multiple Award Schedule?

A Multiple Award Schedule (MAS) lists contracts that GSA's Federal Supply Service has negotiated with a number of qualified companies for a group of related services and/or products to be delivered directly to the customer. The terms Federal Supply Schedule and Multiple Award Schedule are often interchangeable. Schedule contracts are awarded to companies supplying the same types of items - in this case, translation services, interpretation services, training and educational materials and new item technology - at varying prices. All you have to do is review the features and prices of the services you need, determine which contractor offers you the best value and place your order.



Ordering Procedures Have Become Easier Than Ever

Streamlined acquisition procedures make ordering your services and products simple and convenient.

- Simplified Ordering
- Best Value Determination
- Maximum Order Provisions
- Blanket Purchase Agreement
- Contractor Teaming Arrangements
- Price Reductions
- Online Ordering Through *GSA Advantage!*[™]
- Government Purchase Card Acceptance
- Expedited Delivery

You'll find all these streamlined procedures and more described in this booklet.

Advantages of Federal Supply Schedules

- Easy Access to Commercially Available Services
- Volume Discount Pricing
- Wide Selection of Contractors
- Multiple Awards for varying requirements
- Blanket Purchase Agreements (BPAs) to negotiate even better pricing
- Customer/Contractor direct relationship
- All applicable laws and regulations have been applied (including small business set-aside determination, see FAR 19.502-1)
- Schedule orders count toward small business goals
- Contractors are registered with the Central Contractor Registration
- CBD synopsis is NOT required
- CICA (Competition in Contracting Act) requirements have been met (see FAR 6.102 (d)(3)) when at least 3 schedule contractors are contacted
- Prices have been determined to be fair and reasonable
- The Government purchase card can be utilized when placing orders
- New services are continually made available
- Maximum order limitations have been removed
- Maximum order renegotiation level recommended for better pricing
- Ease of Ordering
- Schedules are synopsisized in the Commerce Business Daily
- Requirements of FAR Part 5, Publicizing Contract Actions have been met



Who Can Use Schedules?

The following organizations by law are allowed to use contracts established under this Federal Supply Schedule.

- All federal agencies and activities in the executive, legislative and judicial branches.
- Mixed ownership government corporations (as defined in Government Corporation Control Act) such as the U.S. Postal Service.
- The government of the District of Columbia
- Other activities and organizations authorized by statute or regulation to use GSA as a source of supply (Questions regarding activities authorized to use this schedule should be directed to the customer/vendor relation contact point identified in this document).

Areas of Geographic Coverage

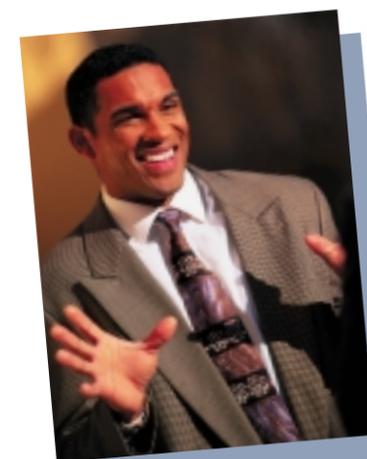
To review both domestic and/or worldwide areas of geographic coverage, please refer to the GSA Management Services Center Excel spreadsheet located at <http://www.northwest.gsa.gov/fss/msc/>

Personal Services

Agencies must be careful to avoid entering a personal service relationship with contractor personnel. Care must be taken to provide only technical, task-related instructions to the private-sector temporary workers. Instructions should enable them to properly perform their services under the contract, and ensure that no appearance of an employer/employee relationship exists. See FAR Part 37 for more details.

Support to be provided by the Government

To be determined at the task order level.





Language Services

The following are examples of tasks that may be performed under each Special Item Number (SIN). These are examples only, and are not meant to exclude or limit services performed under this Federal Supply Schedule. Examples include but are not limited to the following:

SIN 382-1 Translation Services

The contractor shall provide multilingual translation services in native languages to include but not limited to the translation of business, legal, medical, technical documents, software, manuals, web sites, Intranet, video and audio in written, braille, graphic, electronic, multi-media and various other forms of communication.



SIN 382-2 Interpretation Services

The contractor shall provide multilingual interpretation services (simultaneous and/or consecutive) in native languages for meetings, conferences, seminars, litigation proceedings, briefings, training, escort and various other forms of voice communications. Sign language may be included.

SIN 382-3 Training Services and Educational Material

The contractor shall provide instructional training and/or educational materials to include but not limited to foreign language training, language immersion training, publications, software, audio, video and various other forums and products in support of Language services.

SIN 382-99 New Item Technology

New translation, interpretation, training and educational material that provides the latest in technology in performing services within the scope of the contract.



Blanket Purchase Agreements Are an Easy, Streamlined, Smart Way to Buy

Blanket Purchase Agreements offer a direct and highly flexible purchasing option. Take advantage of this easy-to-use, versatile mechanism to meet your recurring equipment, software, and services needs. It makes great business sense.

How Do I Set Up a BPA?"

It's surprisingly uncomplicated and requires very little contract administration time. You simply need to:

- Define your agency requirement.
- Estimate your quantities and delivery requirements.
- If your BPA estimate exceeds \$2,500, follow FAR 8.4 ordering procedures—click on *GSA Advantage!*[™] or look at three Schedule price lists. If your estimate exceeds the maximum order threshold, look at additional price lists and be sure to seek price reductions.
- If your BPA is inclusive of IT professional services, follow the new ordering procedures outlined in full text on pages 20-21.
- Once your "Best Value" selection is complete, you and the contractor(s) sign the BPA.
- Review the BPA at least annually to ensure that it remains a best value for your agency.

A Single BPA or Multiple BPAs?

In general, you should establish a single BPA when you can clearly define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for the tasks or services to be ordered. When multiple BPAs are in order, be sure to determine, before you establish the BPAs, which contractors can meet any necessary technical qualifications.

Then be sure to follow the procedures enumerated on pages 14-17 of this schedule in selecting your contractors.

Ordering Guidelines for Services

How to Use This Schedule

The services that have been awarded under this schedule are described under each Special Item Number (SIN) in the preceding “Language Services” section. Consult the contractor’s catalog/price list for more detailed ordering information, such as:

- Maximum order renegotiation level
- Geographic coverage (delivery area)
- Contract price or discount
- Minimum order allowed
- Quantity discounts
- Prompt Payment terms
- Commercial delivery terms
- Expedited delivery
- Ordering address(es)
- Payment address(es)
- Warranty provisions



Ordering Information

Under \$2500

Prepare a Statement of Work of your choice and place your order directly with the contractor that best meets your needs.

Over \$2500

To ensure a “Best Value” determination is made, as required by FAR 8.404:

- Prepare a Statement of Work
- Send Request For Quotes to at least three contractors
- Review the schedule contractor quotes received
- Consider price, plus administrative costs
- Select the contractor who provides you with the “Best Value”
- Place order directly with the contractor

How Do I Pay?

When authorized in the contractor’s catalog/price list, agencies can make payments for oral or written task orders equal to or less than the micro-purchase threshold, by using the government purchase card. Contractors are encouraged, but not obligated to accept the government purchase card for orders exceeding the micro-purchase threshold.

The contractor shall not process a transaction for payment until the services have been performed. Unless the cardholder requests correction or replacement of a defective or faulty item in accordance with other contract requirements, the contractor shall immediately credit a cardholder’s account for items returned as defective or faulty.





Orders Exceeding \$1,000,000

The threshold recommended for cost renegotiation for this contract is \$1,000,000 for all Special Item Numbers (SINs). This threshold acts as a trigger device for ordering agencies to request better pricing and terms. If your order exceeds \$1,000,000, we encourage you to seek further price reductions with the service provider.

The contractor may:

1. offer a new lower price for this requirement;
2. offer the lowest price available under the contract; or
3. decline the order within five days

Other Price Reductions

There may be circumstances when a customer agency finds it advantageous to request a price reduction, such as where the quantity of an individual order clearly indicates the potential for obtaining a reduced price. Customer agencies that obtain a further price reduction would still place these orders against the Schedule contract. MAS contractors are not required to pass this price reduction on to all schedule users.

Blanket Purchase Agreements

Federal Supply Schedule contracts contain BPA provisions to maximize your administrative and purchasing savings. This feature permits schedule users and contractors to set up “accounts” to fill “recurring requirements.” These accounts establish a period for the BPA and address issues, such as frequency of ordering and invoicing, authorized callers, discounts, delivery locations and time. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under the BPA. Finally, contractors may be open to a progressive type discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be especially useful with the new Maximum Order feature. See pages 25 and 26 for a suggested format to consider when using this purchasing tool.

Incidental Items

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule BPA or the individual task/delivery order if, the items are clearly labeled as such on the order, all applicable acquisition regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market items.



Organizational Conflicts of Interest

A. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational Conflict of Interest” exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

- ### B.
- To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided in FAR 9.508.



Detailed Information about Ordering from Schedules

The following ordering procedures were developed to assist our customer agencies in the purchase of services that are priced at hourly rates.

Procedures for services priced on GSA schedules at hourly rates.

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedules at hourly rates. These special ordering procedures **take precedence over the procedures in FAR 8.404.**

The GSA has determined that the rates for services contained in the contractor's price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform the specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall:

1. Prepare a Request for Quotes:

- A.** A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptable criteria and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

- B.** A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour quote may be requested.

The firm-fixed price shall be based on the rates or hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any other incidental costs related to performance of the services ordered. The order may provide for reimbursements of travel costs at the rates provided in the Federal Joint Travel Regulations, or as a fixed-price incidental item. A ceiling price must be established for labor hour orders.

- C.** The request for quotes may request that the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.

- D.** The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the best value selection criteria including the intended use of past performance factors.

2. Transmit the Request for Quotes to Contractors.

- A.** Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate).

- B.** The request for quotes should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, whenever practical.

3. Evaluate quotes and select the contractor to receive an order.

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest

overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance periods, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall:

Inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

- A. Single BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for services arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

B. Multiple BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet the technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in 2.B above and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

- Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

4. The ordering office should give preference to small business concerns when two or more contractors can provide the service at the same firm-fixed price or ceiling price.
5. When the ordering office's requirement involves both products as well as professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.
6. The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased and the amount paid. If other than a firm-fixed price order is placed, such documentation should

include the basis for the determination to use a labor hour order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of the schedule contractor quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-off made in making the selection.

7. Definitions:

A. Task Request: An agency request to provide the products and services similar to those described in the contract tailored to the agency's requirement. The task request will include, at a minimum, a performance work statement for a particular requirement or project from an ordering agency that clearly specifies all tasks to be performed and products to be delivered under the task order; and ask for written or oral proposals from contract awardees. The task request is NOT an actual task order—it is a request for proposals from the Federal Supply Schedule Contractors.

B. Task Order Proposal: The contractor's bona-fide proposal describing how it intends to accomplish the agency's requirements stated in the task request and at what price.

C. Task Order: An agency's written order to provide the products and services at the negotiated price. The task order will include, SINS/skill categories, hours/unit price, period of performance, GSA contract number and ordering agency task order number.

8. All costs associated with the marketing, development, proposal preparation, presentation, submission and negotiation in response to any task request or task order shall be at the Contractor's expense. All travel costs associated with the task order process shall be borne by the Contractor.

9. License Agreements/Fees: Licensing fees may be offered to users, but they are to be negotiated with users separately outside of this schedule. GSA will not negotiate or award licensing fees of any type.

10. Time of Delivery: Work on task orders shall begin at a time mutually agreed to by the contractor and the agency ordering the services and/or products. Completion of performance and delivery of receivables shall be in accordance with the delivery schedule established by the contracting officer of the ordering agency in the task order.

11. Inspection/Acceptance: Schedule contractors shall only tender for acceptance those items that conform to the requirements of their contracts. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government will require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price. The Government will exercise its post-acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

12. Commercial Item Warranty: The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

NOTE: Agencies should review contractors' catalogs/price lists for unique contract warranties.

13. Changes: Changes in the terms and conditions of this contract may be made only by written agreement of the parties.

14. Excusable Delays: Schedule contractors are liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence such as, acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. Contractors are to notify the contracting officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the contracting officer of the cessation of such occurrence. Contractors shall also notify the contracting officer of the ordering activity in writing as set forth above when service is expected to be delayed.

15. Cancellation for the Government's Convenience:

The Government reserves the right to cancel any schedule contract or any part hereof, for its sole convenience. In the event of such cancellation, a contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of cancellation, plus reasonable charges the contractor shall demonstrate to the satisfaction of the Government using its standard record keeping system, having resulted from the cancellation. The contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the contractor's records. The contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

16. Cancellation for Cause:

The Government will cancel this contract, or any part hereof, for cause in the event of any default by a contractor, or if a contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of cancellation for cause, the Government shall not be liable to the contractor for any amount for supplies or services not accepted, and the contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly canceled this contract for default, such cancellation shall be deemed a cancellation for convenience.

17. Patent Indemnity:

Contractors shall indemnify the Government and its officers, employees and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark or copyright, arising out of the performance of this contract, provided the Contractor is reasonably notified of such claims and proceedings.

NOTE: Some schedule contractors' patent indemnity clauses may vary slightly. Refer to contractor's catalog/price lists for variations.

18. Payments: Payment shall be made for items accepted by the Government that have been delivered to the delivery destinations set forth in the schedule contracts. The Government shall make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) Circular A-125, Prompt Payment. Unless otherwise provided by an addendum to this contract, the Government will make payment in accordance with the clause FAR 52.232-33, Mandatory Information for Electronic Funds Transfer Payment, which is incorporated herein by reference.

In connection with any discount offered for early payment, time shall be computed from the date of the invoice. For the purpose of computing the discount earned, payments shall be considered made on the date which appears on the payment check or the specified payment date if an electronic funds transfer payment is made.

19. Method of Payment:

a. Payment Options. Payments by the Government under this contract, including invoice and contract financing payments, may be made by check or electronic funds transfer (EFT) at the option of the Government. If payment is made by EFT, the Government may, at its option, also forward the associated payment information by electronic transfer. As used in this clause, the term "EFT" refers to the funds transfer and may also include information transfer.

b. Imprest Funds. The Contractor agrees to accept cash payment for purchases made under the terms of the contract in conformance with Federal Acquisition Regulation (FAR) 13.404.

20. Advance or Interim Payments: Ordering agencies are to note that FAR 32.202-1 outlines that it is the responsibility of the contractor to provide all resources needed for performance of a contract. For purchase of commercial items — and language services is a commercial item acquisition - the financing of the contract is normally the contractor's responsibility. Please refer to FAR 32.2 for information regarding "commercial advance payment", "commercial interim payment" and "delivery payment", and for advisory and approval guidance.

21. Labor Hour Task Orders: The preferred type of task order to be placed against contracts under this schedule is firm fixed price. Labor hour task orders are permitted 1) if it is not possible when placing the order to estimate accurately the extent or dura-

tion of the work as outlined in FAR 16.6; and 2) if the schedule contractor is designated as being able to accept labor hour task orders (Refer to the "Contractors" section at the back of this schedule for the contractor's designation of "LH").

22. Organizational Conflict of Interest: Ordering agencies are to note that FAR 9.5 outlines that organizational conflicts of interest are more likely to occur in contracts involving consultant or other professional services. Please refer to FAR 9.5 for definitions, applicability, and contracting officers' responsibilities.

23. Oral Presentations: Ordering agencies are encouraged to use oral presentations as a means to streamlining their acquisition of complex requirements through this Multiple Award Schedule. Oral presentations can save time, staff resources, and money. For excellent guidelines concerning oral presentation as presented by the Procurement Executives Association, see the following website: <http://www.pr.doe.gov/oral.html>.

Contractors

Contractor Team Arrangements

Federal Supply Schedule contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules.

Contractor Team Arrangements and Federal Supply Schedules

In the spirit of the Federal Acquisition Streamlining Act (FASA), all Federal agencies have been encouraged to facilitate innovative contracting/acquisition approaches. FAR 1.102 provides Guiding Principles on the Federal Acquisition System, outlining what the system will achieve:

- Satisfy the customer (cost, quality, and timeliness of delivery)
- Maximize use of commercial products and services
- Consider contractor’s past performance
- Promote competition
- Minimize administrative costs
- Conduct business with integrity, fairness and openness
- Fulfill public policy objectives

The Federal Supply Schedule program is a resource that customers may use to achieve what the system has outlined for Acquisition Teams to follow.

Each member of the “Acquisition Team” is to exercise personal initiative and sound business judgment and is responsible for making acquisition decisions that

deliver the best value product or service to meet the customers needs. FAR 1.102-4 further empowers government Acquisition Team members to make acquisition decisions within their areas of responsibility including selection, negotiation, and administration. The contracting officer has the authority to the maximum extent practical, to determine the applications of rules, regulations, and policies.

Federal Supply Schedule customers may refer to FAR 9.6 (Contractor Team Arrangements). The policy and procedures outlined in this subpart will provide more flexibility and allow innovative acquisition methods when using Federal Supply Schedules. Customers are encouraged to review this section and should note that the use of Contractor Team Arrangements is permissible after contract award.

Contractor Team Arrangements, combined with the Federal Supply Schedules Program, provide Federal customers with a powerful commercial acquisition strategy.

Basic Guidelines for using “Contractor Team Arrangements”

Federal Supply Schedule contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to customer agency requirements.

These Contractor Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Contractor Team Arrangement are subject to terms and conditions of the Federal Supply Schedule contracts.

Participation in a Contractor Team Arrangement is limited to Federal Supply Schedule contractors.

The following is a general outline on how Contractor Team Arrangements work:

- The customer identifies the requirements
- Federal Supply Schedule contractors may individually meet the customers needs, or may submit a Schedule Contractors “Team Solution” to meet the customer’s requirements
- The customer makes a best value selection.

Contractor Award Information

This booklet lists all the categories of services available on the Language Services Schedule, with their Special Item Numbers (SINs) and brief descriptions. It does not, however, list the contractors.

You have several options for obtaining contractor information and prices. You can go to our Schedules E-Library website at <http://pub.fss.gsa.gov/sched> and search by schedule number, SIN or key word.

In addition to the E-Library website, the GSA maintains a website at <http://northwest.gsa.gov/fss/services/msc.htm>. Schedule contractors can be viewed in alphabetical order or by downloading a spreadsheet. The downloadable spreadsheet includes information on points of contact, geographical area of coverage, descriptions of services provided and links to contractor websites.

The following information is supplied as well:

Business size and minority business enterprise indicators: “s” for small business, “o” for other than small business, “a” for minority business enterprises, “b” for other than minority business enterprises, “sd” for small disadvantaged business, “8(a)” for small businesses or small disadvantaged business concerns subcontracting with the Small Business Administration, “w” for woman owned, “v” for veteran owned, “d” for disabled owned and “l” for labor surplus concern.

Labor hour task orders indicator: “LH” for contractors approved to accept labor hour task orders and firm-fixed price task orders: “FFP” for contractors approved to accept firm-fixed price task orders only.

Security clearance indicator: “SC” for contractors who have at least one employee with a background security clearance of any level.

Contract number, contract effective date, and Special Item Numbers (SINs) awarded.

E-mail addresses, telephone and facsimile numbers.

This site is provided for your convenience to ease your contractor search and will be updated regularly. It does not, however, nor was it ever intended to replace, any contracting requirements.

If you do not have access to the Internet, you can get a list of current contractors by completing the form on the last page of this schedule and faxing it to the number indicated. Alternatively, you may call 1-800-241-RAIN (7246) for assistance.

Points of Contact

For Further Assistance:

General Services Administration
Federal Supply Service
Management Services Center
Customer/Vendor Relations
(253) 931-7900
E-mail to mgmt.services@gsa.gov

Need More Schedules

To Request Copies of Schedules:

Contact the FSS Schedule Information Center listed below:
General Services Administration
FSS Schedule Information Center (FMCI), CM #4,
Room L104
1941 Jefferson Davis Highway
Arlington, VA 22202
(703) 305-6477
DSN: 327-1022

Customer Service Director Listing

Please contact a Customer Service Director located in your geographical area:

AK - Anchorage	(907) 271-4298
AZ - Phoenix	(602) 379-6619
CA - Bell	(213) 526-7500
CA - San Diego	(619) 235-4706
CO - Denver	(303) 236-7546 (303) 236-7543
DC - Washington	(202) 755-0320
FL - Pensacola	(904) 444-9175
GA - Atlanta	(404) 331-3026
IL - Chicago	(312) 353-7549
MA - Boston	(617) 565-7302
MD - Baltimore	(410) 962-4422
MO - Kansas City	(816) 823-1240 (816) 926-5548
NY - New York	(212) 264-3592
PA - Oakdale	(412) 644-4854
PA - Philadelphia	(215) 656-3888
TX - Ft. Worth	(817) 334-2892
TX - San Antonio	(210) 229-6119
VA - Chesapeake	(804) 441-3115
WA - Auburn	(253) 931-7516

Overseas

Europe, Northern Africa, Middle East, Frankfurt,
Germany DSN 330-6085/7985

International Direct Dial

011-49-69-699-7985/6085

Pacific and Far East, Honolulu, Hawaii

DSN 438-4960
(808) 541-1776

How to Get Contract or General Assistance

U.S. General Services Administration
Federal Supply Service (10FTP-L)
Management Services Center
Acquisition Division
400 15th Street SW
Auburn, WA 98001-6599

1-800-241-RAIN (7246)

If catalogs and/or price lists have not been received, or if additional copies are required, ordering offices should communicate directly with the contractor to receive this material. Refer to the E-library or Management Services Center website for contractor telephone numbers.

Federal Supply Schedule Websites

Visit GSA on-line!

<http://www.fss.gsa.gov/schedules>

Visit the Management Services Center at:

<http://www.northwest.gsa.gov/fss/msc/>

Helpful Information

Related Products and Services

The following products and services are some which agencies have commonly needed at the same time the Language Services schedule is used. These are provided for your convenience when requirements are such that contractor teaming or multiple contracts purchases would benefit your activity. The schedules can be reviewed through the on-line GSA E-Library located at: <http://pub.fss.gsa.gov/sched>

Schedule #	Title
874	Management, Organizational and Business Improvement Services (MOBIS)
738 I	Marketing, Media and Public Information Services
736 III	Temporary Support Services: Clerical and Professional
736 I	Multi-Media Format Programmed Learning Materials

Typical Federal Supply Classification (FSC) Codes

There is one Federal Supply Classification (FSC) code that is most applicable for agencies purchasing services from this schedule. The majority of procurements for translation and interpretation services are classified as FSC code R608 (Translation-Sign Language),

This information is not intended to cover all the possibilities, but represents the major codes used to assist your activity in its acquisition process.

Sample Forms

Best Value Blanket Purchase Agreement Federal Supply Schedule

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act _____ (Agency) _____ and _____ (Contractor) _____ enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items and services from the General Service Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: the search for sources, the development of technical documents, solicitations and the evaluation of bids and offers. Contractor Team Arrangements are permitted with Federal Supply Schedule contractors in accordance with Federal Acquisition Regulation (FAR) Subpart 9.6

This BPA will further decrease costs, reduce paperwork and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures

Agency Date Contractor Date

BPA NUMBER _____

(Customer Name)
Blanket Purchase Agreement

Pursuant to GSA Federal Supply contract number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency) _____.

1. The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

Special Item Number	Special BPA Discount/Price
_____	_____
_____	_____

2. Delivery:

Destination	Delivery Schedule/Dates
_____	_____
_____	_____

3. The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

4. This BPA does not obligate any funds.

5. This BPA expires on _____ or at the end of the contract period, whichever is earlier

6. The following office(s) is hereby authorized to place orders under this BPA

Office	Point of Contact
_____	_____
_____	_____

7. Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX or paper.

8. Unless otherwise agreed to, delivery tickets or sales slips containing the following information as a minimum must accompany all deliveries under this BPA:

- a Name of contractor
- b Contract number
- c BPA number
- d Special Item Number
- e Task/Delivery order number
- f Date of purchase
- g Quantity, unit price, and extension of each item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- h Date of shipment

9. The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery order transmission issued against this BPA.

10. The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

***IMPORTANT** - A new feature to the Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice. Contractor Team Arrangements are permitted with Federal Supply Schedule contractors in accordance with FAR Subpart 9.6.

Request for Contract Award Information

Customers requesting contract award information (i.e., List of Contractors) should fill in the following information.

Fax the request to: (253) 931-7544

Customer Name _____

Fax Number/Mailing Address

Contract Award Information Requested For:

Federal Supply Schedule Number: _____

Or

Special Item Number: _____

Or

Item Description: _____



U.S. General Services Administration
Centralized Mailing List Services
WHS 2 South End
501 West Felix Street
Fort Worth, TX 76115

FIRST-CLASS MAIL
POSTAGE & FEES PAID
GSA
Permit No. G-30

Official Business
Penalty for Private Use \$300

00SC-7382
5-0-00015



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